

SE HEALTH AND SAFETY POLICY

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Contact	SE Health and Safety

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1. **Introduction / Purpose**

The purpose of this policy is to ensure Scottish Enterprise (SE) meets its responsibilities under the Health and Safety at Work etc. Act 1974 and to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees and others who may be affected by our activities.

There may be cases where external circumstances require the temporary suspension of certain elements of the policy in its current form and alternative arrangements put in place to reflect the existing situation. Should this happen, the relevant governance and communication protocols will be applied.

2. **Scope**

This policy applies to all UK and overseas employees, including non-employed workers,. For SE employees working under the Foreign, Commonwealth and Development Office (FCDO) platform, certain areas will be delivered by the FCDO.

3. CHIEF EXECUTIVE'S STATEMENT OF INTENT

Scottish Enterprise (SE) is fully committed to meeting its responsibilities under the Health and Safety at Work etc. Act 1974 and will comply with its duties under the Act. We will ensure, as far as is reasonably practicable, the health, safety and welfare at work of all employees and others who may be affected by our activities, with a particular focus on promoting a positive safety culture with zero accident/harm by committing to:

- the identification of risk within our operations and opportunities for mitigating this
- the provision of safe plant, equipment and systems of work
- the safe use, handling, storage and transport of articles and substances
- the provision of any required information, instruction, training and supervision
- a safe place of work, with safe access and egress
- a safe working environment with adequate welfare facilities
- the provision of health surveillance where necessary
- providing adequate resources, including competent advice where needed
- consulting on matters of health, safety and wellbeing (including psychological wellbeing) as required
- the setting of relevant health, safety and wellbeing objectives
- the continuous development of a strong health & safety culture

As Chief Executive, I am the Accountable Officer and ultimately responsible for ensuring that SE complies with all relevant Health and Safety legislative requirements and that appropriate systems and procedures are in place to allow SE to maintain, monitor and continually improve our overall health and safety performance.

The allocation of duties regarding safety matters and the specific arrangements in place to implement the policy are set out in the procedural documents within our health and safety management system.

All of us within SE have a responsibility for the health, safety and wellbeing of ourselves and others, as they relate to the activities we undertake, and it is important that we all understand our role and responsibilities in achieving this.

I, my fellow executive members and our Board are dedicated to this policy and the implementation and maintenance of the highest standards of health and safety across the business. We expect all workers, contractors, suppliers, visitors and others to share this commitment and work together to achieve it and in doing so we will work to prevent ill health and injury.

To ensure that this policy reflects current and changes to legislation, the policy and statement will be reviewed annually.



Adrian Gillespie
Chief Executive
November 2023

4. Responsibilities

a) EXECUTIVE LEADERSHIP TEAM (ELT)

Delegated authority and accountability for Health and Safety within SE at an operational and delivery level lies with SE's CEO (Adrian Gillespie) and is discharged through the six Managing Directors (MD) of

- CPO Group
- Innovation and Investment
- Business Growth
- International
- CFO Group
- Digital and Major Projects

ELT responsibilities are detailed below:

Be responsible for embedding a positive safety culture and integrating health and safety with other management systems at all level of SE.	Set a clear leadership example and promote a high degree of health and safety awareness.
Ensure that staff under their management control, understand their individual health and safety responsibilities, including the duty of care and liabilities.	Ensure the implementation of SE's health, safety, welfare and wellbeing requirements within their operational area.
Ensure direct reports report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work through SE's online Accident and Incident reporting system and actions identified through investigation to prevent a re-occurrence are implemented.	Provide assistance, support and information to the SE Health and Safety Team and Health, Safety and Wellbeing Committee as requested to ensure that health and safety within SE can be effectively managed and that our obligations are discharged, whether for staff, premises or work activities.
Actively support the delivery of any health and wellbeing programmes by encouraging organisation wide staff participation in activities and campaigns delivered to support these.	Ensure that where individuals have been assigned health and safety responsibilities within their Directorate that this is co-ordinated with the Health and Safety Team to ensure that they suitably support delivery of the safety management system.
Ensure that SE health and safety policies and associated guidance notes are adhered to by their direct reports.	Ensure that, where required for operational projects, appropriate budgets are available for health and safety purposes.

b) CHIEF PEOPLE OFFICER

The Chief People Officer has delegated responsibility from the CEO for ensuring health and safety matters within SE are effectively delivered.

CPO responsibilities are detailed below:

Set a clear leadership example and promote a high degree of health and safety awareness.	Ensure that there are appropriate budgets available for health and safety purposes for both staff and premises.
Highlight to the CEO/Board/ELT any significant H&S matters that require senior involvement and awareness in delivery or support.	Ensure that there are sufficiently and suitably trained staff to deliver and manage health and safety.
Influence the strategic direction of health and safety at ELT and Board level - including risks resulting from planned organisational changes (change management).	Ensure that any significant accidents, incidents or near-misses are reported to ELT/SE Board (as appropriate) in a timely manner and that appropriate resources are available to investigation and reporting.

c) DIRECTOR OF PEOPLE

The Director of People has responsibility for the co-ordination of safety matters across SE.

Director of People responsibilities are detailed below:

Inform the CPO, Health, Safety and Wellbeing Committee and if appropriate, ELT about any significant failures or breaches to this policy and the outcomes of any investigations.	Ensure that any significant accidents, incidents or near-misses are reported to CPO in a timely manner and that appropriate resources are available to investigation and reporting.
Ensure that there are sufficiently and suitably trained staff to deliver and manage health and safety.	Ensure that there are appropriate budgets available for health and safety purposes for both staff and premises.
Ensure provision of an Annual H&S Report (and Running the Business reports) summarising levels of performance and providing reassurances that health and safety is being effectively managed across all parts of SE.	Ensure the provision of occupational health intervention is suitably resourced, effectively managed and reported on at appropriate levels to allow improvement programmes to be targeted.

d) DIRECTOR OF INNOVATION AND PLACE

The Director of Innovation and Place is responsible for ensuring that the delivery of health and safety across the Property Portfolio is effectively managed, mainly through the Property Managing Agent(s) contract(s) or by Project Managers on construction and development sites and co-ordinating this with the Head of Health, Safety and Environment (who has overall responsibility for SE H&S) and the overall SE strategy.

Director of Innovation and Place responsibilities are detailed below:

Ensure that practices and management of the portfolio are in line with the overall SE Health and Safety Policy/best practice.	Ensure arrangements are in place to assess and audit the health and safety compliance of all the SE Property Portfolio ensuring adherence to applicable health and safety legislation and best practice.
Provide adequate reports and detail of remedial actions taken to the Health, Safety and Wellbeing Committee and Head of Health, Safety and Environment to confirm that health and safety matters are being effectively managed by SE and third parties contracted to manage the portfolio on our behalf.	

e) ALL PEOPLE MANAGERS

People Managers are responsible for the day to day management of health, safety and welfare matters for their area of responsibility.

People Manager responsibilities are detailed below:

Ensure all SE health and safety policies and associated health and safety guidance notes are adhered to by their direct reports.	Understand their roles and their individual health and safety responsibilities, including the duty of care and liabilities as a People Manager within the H&S policy and work towards a culture of 'Zero Accident/Zero Harm'.
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Co-operate with those responsible for the delivery of SE's health and safety and those upon whom a statutory duty or requirement is imposed.	Ensure direct reports receive and attend appropriate health and safety training to the appropriate frequencies.
Assist the Health and Safety Team where their direct reports require a workstation, maternity risk assessments or any other risk assessment.	Ensure direct reports adopt safe working practices and systems of work, particularly in the case of the young, the inexperienced and disabled persons.
Ensure direct reports operate the highest standards of housekeeping within the work area and keep emergency routes and equipment unobstructed at all times.	Ensure direct reports report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work through SE's online Accident and Incident reporting system.
All members of their team have actively engaged with the Driving for Work process prior to driving for work purposes and become approved drivers	Ensure new members of staff undertake the online induction training within 5 working days of start date and complete the local health and safety induction on the first day of employment.
All visitors and contractors, who may be subject to risks from our activities, are made aware of these risks and of the appropriate health and safety arrangements and controls in place	Actively support the delivery of any health and wellbeing programmes by encouraging organisation wide staff participation in activities and campaigns delivered to support these.
Request further support and guidance on ensuring that these measures are maintained through any member of the SE Health and Safety Team.	Support the ongoing implementation of SE's working from home processes/policies, ensuring employees use the equipment/furniture provided safely and follow the relevant guidance.
f) ALL EMPLOYEES	
Employee responsibilities are detailed below:	
Take reasonable care for their own health and safety and those who may be affected by our acts or omissions at work.	Understand roles and responsibilities as laid out in the SE H&S Policy.
Co-operate with those responsible for the delivery of SE's health and safety and those upon whom a statutory duty or requirement is imposed.	Comply with SE health and safety policies and associated guidance notes.
Works towards a safety culture of 'Zero Accident/Zero Harm'.	Freely report health and safety concerns to their People Manager/any other senior person.
Observe all policies and instructions on health and safety.	Be aware of relevant emergency action plans and/or evacuation requirements.
Report all accidents, incidents, near misses and road traffic accidents occurring to them whilst at work through SE's online Accident and Incident reporting system.	Undertake and attend appropriate health and safety training to the required frequencies.

New members of staff are to undertake the online induction training within 5 working days of start date and complete the Local Health and Safety Induction on the first day of their nominated office.	All visitors and contractors, who may be subject to risks from our activities, are to be made aware of these risks and of the appropriate health and safety arrangements and controls in place.
Not intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare or indulge in behaviour which may endanger themselves or others.	Wear the correct personal protective equipment (PPE) and clothing wherever the wearing of such protection is specified. Where it is not specified, consider the hazards before entering an area and obtain the correct PPE.
Operate the highest standards of housekeeping within their work area and keep emergency routes and equipment unobstructed at <u>all</u> times.	Upon discovering a hazard, take immediate temporary action, wherever possible, to make the hazard safe and report this is to support a 'See it, Sort it' approach.
Actively engage with the Driving for Work process prior to driving for work purposes and becoming approved drivers	Take heed of instructions and/or training given on the use of office equipment or safety devices.
Follow the relevant SE working from home processes/policies, ensuring equipment/furniture provided is used safely and the relevant guidance is adhered to.	Ensure that applicable risk assessments are read, understood and adhered to.
Ensure familiarity of local H&S arrangements in Hub/Workspace locations and follow these	Ensure awareness of role to take in the event of a fire

g) HEAD OF HEALTH, SAFETY, ENVIRONMENT AND WORKPLACE OPERATIONS

The Head of Health, Safety, Environment and Workplace Operations is responsible for the operational oversight of delivery of the safety management system.

Head of Health, Safety, Environment and Workplace Operations responsibilities are detailed below:

Influence the strategic direction of health and safety at ELT and Board level- including risks resulting from planned organisational changes (change management).	Ensure ELT members are aware of their H&S liabilities and responsibilities, ensuring implementation of SE's health, safety and welfare procedures within their operational area.
Provision of clear and targeted H&S reporting at a senior organisational level, to allow informed decision making.	Set a clear leadership example and promote a high degree of health and safety awareness within the organisation.
Promotion of cross- departmental working at a senior level in line with the SE H&S Strategy.	Development, roll-out, monitoring and reporting on progress against a clear H&S Strategy.
Advise on and provide H&S resources within SE to meet legal/other obligations and ensure suitable competencies are in place.	Development, implementation and monitoring of progress.
Providing a focus for the ongoing Integration of SE operational areas into the Safety Management System.	Drive improvement and compliance of the Safety Management System within SE at a senior level.

h) HEALTH AND SAFETY MANAGER

The Health and Safety Manager (and team) provides the operational overview of health and safety matters for the organisation, ensuring H&S matters are co-ordinated and managed effectively.

Health and Safety Manager responsibilities are detailed below:

Developing, maintaining, monitoring and improving key safety techniques to ensure there is an effective safety management system.	Providing, reviewing and updating SE's safety documents, including this statement of policy and relevant procedures, guidance and forms.
Reporting on health and safety issues and SE's safety performance to the Head of Health, Safety Environment and Workplace Operations	Ensuring health and safety requirements are considered as part of the tender and evaluation process where considered appropriate.
Undertaking, monitoring and reviewing the reporting, investigation, and follow up of incidents, where appropriate.	Identifying efficient and effective ways of delivering health and safety across the organisation.
Providing advice on the effectiveness of Hub/Workspace emergency plans and procedures.	Disseminating information within SE on statutory requirements codes of practice and internal standards relating to safety
Ensuring that internal health and safety training is delivered effectively.	Escalating significant issues to the Head of Health, Safety and Environment.
Auditing, monitoring and reviewing SE's safety performance.	Ensure appropriate training and support to the Health and Safety Co-ordinators is provided.
Implement and monitor the new start induction process.	Ongoing roll-out of effective H&S communications as required.

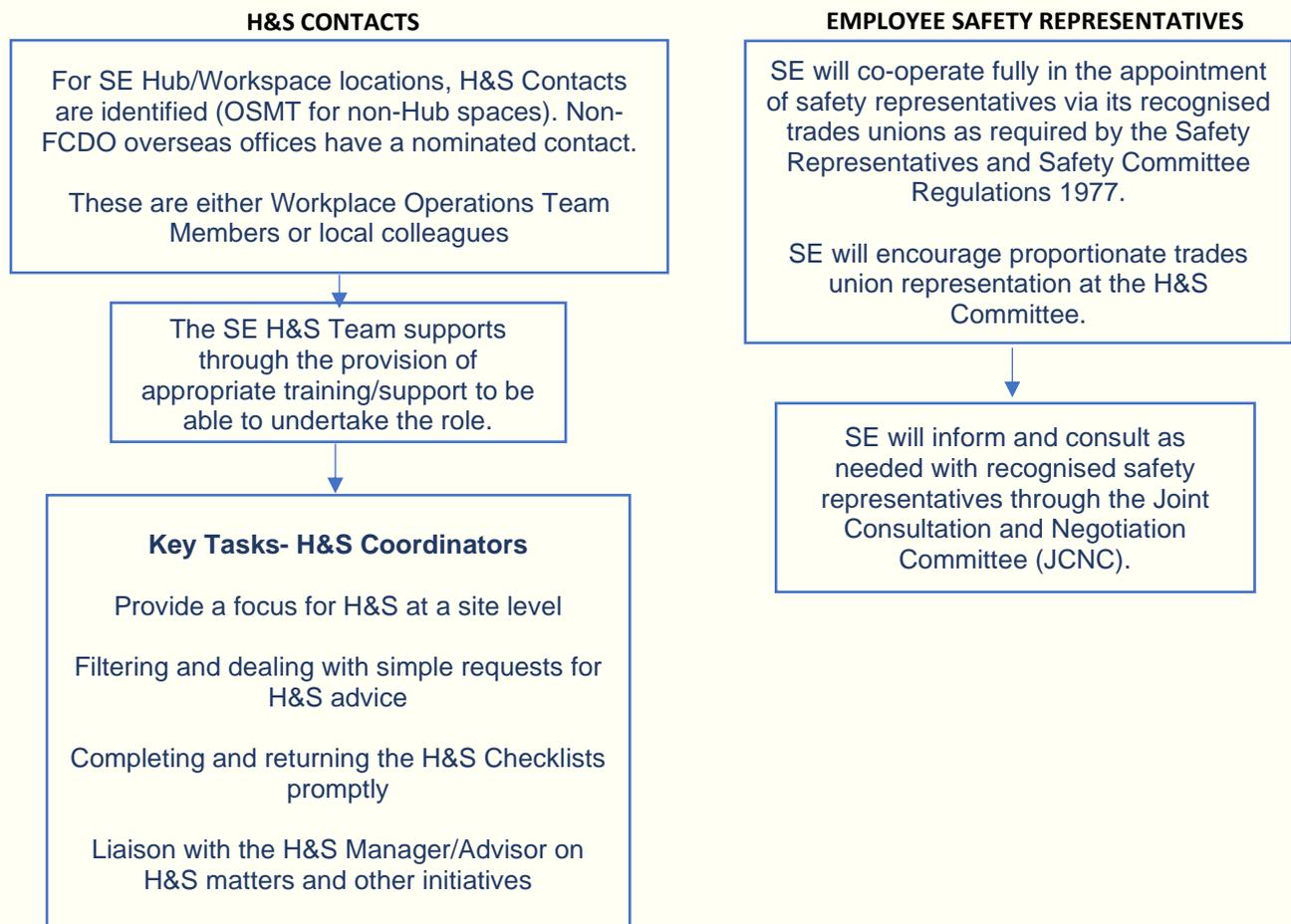
i) MD INTERNATIONAL

The Managing Director International has responsibility for ensuring that SE Employees and those working on behalf of SE are working in a safe environment and that they follow the applicable health, safety and welfare arrangements that apply to them. Where individuals are operating under the Foreign, Commonwealth and Development Office (FCDO) platform, some of the areas below will be delivered locally by the FCDO.

SDI Leadership responsibilities are detailed below:

Supporting the completion of Local Office H&S Induction by new starts.	Supporting promotion of awareness of the SE travel policy- including the requirement to complete Travel Safety training and the travel risk assessment process.
Supporting the undertaking and completion of any required health and safety training within the required timescales.	Support having a nominated H&S Contact for each location to undertake workplace H&S checks as appropriate.
Support the requirement for individuals to be aware of emergency procedures as is relevant to their location.	Supporting completion of individual assessments, such as DSE, Young Persons and Expectant Mother assessments.
Supporting awareness of the accident/incident reporting process via the SE Accident and Incident System.	

5. Supporting Safety Management Within Scottish Enterprise



6. Health, Safety and Wellbeing Committee

A Health, Safety and Wellbeing Committee is in place to help agree and steer health and safety policy and other health & safety arrangements within the organisation.

The Committee will be made up of representatives to cover the operational areas under which SE works as well as employee representatives as required (i.e. Trade Union).

Meetings will be held regularly during the financial year. There may be occasions where the Committee needs to be convened outwith the regular meetings due to exceptional circumstances that require consideration. These will be convened via the Committee Chair.

The main roles of the Committee are:

- To inform, challenge and guide the strategic and operational direction of Health & Safety.
- To act as an advisor and counsel to the SE Board in fulfilling its responsibilities in relation to Health and Safety, including Occupational Health and Wellbeing.
- Be an advocate for fostering and shaping a vibrant SE H&S culture, championing through the delivery of regular communications within the operational area and geographical reach
- Ensuring Health & Safety is a standard agenda item at team meetings.
- Sharing insights and perspective through blogs or Yammer pieces.

6.1 HS&W Committee Champions

Within the Committee, employees have been nominated to become Champions across specific areas.

This provides an operational focus on a specific topic area within the framework of the Committee and provide a focal point for conversation. This will be both at the Committee itself as well as through communications routes within SE to the wider business.

This role also helps to provide assurance to the Committee and the wider organisation that these key areas are being addressed effectively

Champions will provide a focus at HS&W Meetings to start the conversation in the agenda against their topic, supported by the Head of Health, Safety and Environment; including, but not limited to:

- Current status
- Any significant updates
- Any recommendations arising for
- Any feedback from their operational area relating to the topic
- Invite discussion from others

6.2 Current Health, Safety and Wellbeing Committee Members

Role	Operational Representatives
Chair	CPO
Depute Chair	Finance
Union Representation	International
	DDIT
Officer to Committee	International
	Business Growth
Secretary	Innovation & Place

7. Management Arrangements

These arrangements cover all SE staff and Hub/Workspace locations in the UK. For SDI offices co-locating with the Foreign, Commonwealth and Development Office (FCDO), they will be subject to the relevant FCDO H&S arrangements locally.

7.1 ACCIDENT, INCIDENT AND NEAR MISS REPORTING

Policy	Who
All accidents, incidents, near-misses, dangerous occurrences and road traffic accidents occurring at work or during work-related activities (e.g. attending evening events on SE business, working from home), that result in, or could have resulted in injury to staff, a member of the public, or damage to property or equipment must be reported immediately using the SE Online Accident and Incident reporting system.	All Staff
Events relating to personal wellbeing (such as mental health, stress, etc) are to be reported to the HR Business Partner who will then provide ongoing support.	All Staff

<p>All events occurring as above on the Innovation and Place Portfolio are to be reported via health.safety@scotent.co.uk</p> <ul style="list-style-type: none"> Any events considered to be RIDDOR events are to be raised with the SE H&S Team <u>prior</u> to submission to the enforcing authority for review and agreement of submission 	<p>Contract Managers within Innovation and Place Directorate</p>
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Guidance

SE operates a ‘no blame’ culture whereby all accidents, incidents and ill-health are reported without prejudice.

The basis for starting an investigation will be when the event is reported to the SE online Accident and Incident reporting system or if the SE H&S Team is notified immediately following an event.

SE H&S Team

Copies of the reports and subsequent investigations and actions taken will be held electronically by the Health and Safety Team on the Online Accident and Incident Reporting System.

All accident reports resulting in injury and/or damage to property or equipment, will be investigated to ensure the situation has been made safe, to learn lessons and take improvement actions where appropriate.

Line management including union representatives may be engaged in this process.

Statutory reporting to relevant authorities will be submitted by the SE Health and Safety Team.

- For RIDDOR events on the Innovation and Place Portfolio, these will be reported by the Managing Agent(s) or Project Manager for Construction and Development sites.

7.2 DRIVING FOR WORK

7.2.1 General Requirements

Policy	Who
<p>All individuals who drive for work purposes must be an approved driver as confirmed by the SE H&S Team. All employees who are not confirmed as an approved driver must not drive for work purposes.</p> <ul style="list-style-type: none"> The <u>only</u> exception is where hire vehicles are used for work purposes where the relevant driver/vehicle checks are undertaken by the rental company. 	<p>All staff</p>
<p>All staff driving for work must:</p> <ul style="list-style-type: none"> Hold a valid driving licence for the vehicle being driven and the territory in which they are based; Ensure that the vehicle is adequately insured, and that the insurance has cover for business use; and Ensure that the vehicle is roadworthy and that all appropriate documentation as applicable to that territory is valid and maintained. 	<p>All staff</p>

People Managers must ensure that where new staff are required to drive on SE business as part of their role, that their direct reports actively engage in this process as part of the new start induction process, before any business driving occurs.	People Managers
Individuals will not be allowed to claim work-related mileage for any periods of non-compliance with this policy.	All Staff
All road traffic accidents which happen whilst a staff member is driving for work must be reported through SE's online Accident and Incident reporting system.	All Staff
Any change in circumstances which could result in the inability to comply with any element of this policy such as, but not limited to, their vehicle no longer being deemed as road worthy, driving licence being revoked/restricted due to legal or medical issues or insurance cover lapsed must be notified to health.safety@scotent.co.uk immediately.	All Staff
Failure to advise of any change in circumstance or continuing to drive on SE business when there has been a change which results in the inability to comply with this policy may result in disciplinary action.	All Staff
Driving any vehicle on SE business without complying with these requirements will be deemed as a breach of policy and may result in disciplinary action.	All Staff

Guidance

SE takes the view that all individuals that require to drive for work purposes must be an approved driver to do so.

Where any aspect of the policy cannot be complied with, individuals must refrain from driving for work until they have received confirmation from SE Health and Safety Team that they comply with the terms in this policy

- To verify this, individuals may be required to provide further documentation checks.

All Staff

Details on what constitutes Driving for work as well as supplementary guidance can be found on the **Driving for Work Homepage**

SE H&S Team

Driver approval will be managed and monitored to ensure compliance with the policy. Those who do not meet requirements will be informed that they must refrain from driving on business until the issues have been resolved.

A list of approved drivers will be maintained by the team, with details regularly provided to SE Finance for mileage expense claims.

7.2.2 Medical Conditions and Use of Medication

Policy	Who
Approved drivers must cease driving immediately in the event that medical conditions prevent this (as notified by the DVLA) or a driving licence has been suspended or revoked.	All Staff
Individuals are responsible for ensuring that they do not drive if they are not fit to do so, and that they report any condition that affects their ability to drive safely to their employer, and if necessary, to local enforcement authorities (e.g. DVLA).	All Staff
Where individuals have been advised not to drive by either a trained medical professional or enforcing authority, such as DVLA, then all driving for work activities must cease immediately and until such time as passed fit for driving by the appropriate body.	All Staff
Where individuals have a condition that requires the cessation of driving, then the appropriate HR Business Partner and People Manager must be notified.	All Staff
Where individuals have an illness/condition or are taking medication that may affect the ability to drive safely (that is not notifiable to an enforcement authority and does not require official cessation) then they must consider temporarily using other means of transport for work purposes.	All Staff

Guidance

It is important to note that notification will not necessarily result in a withdrawal of the right to drive for business purposes and will be dependent on individual circumstances.

Work activities will be reviewed to help support individuals undertaking their normal work activities during this period.

Many illnesses and medication can affect the ability to drive safely (including over the counter medicines) and so individuals are expected to use discretion to determine if they are fit to drive or not.

7.2.3 Use of Mobile Phones

Policy	Who
SE prohibits the use of <u>any</u> mobile phones whilst driving on SE business, regardless of the type of technology installed in the vehicle. This includes use of hands-free or Bluetooth technology.	All Staff
Any use of this may be subject to disciplinary action.	
SE will not supply hands-free or Bluetooth equipment which allows mobile technology to be used in vehicles.	All Staff
Any individual caught by the Enforcing Authorities using these items will be responsible for any fines/legal action taken against them.	All Staff

Guidance

It is illegal to use a hand-held mobile telephone while driving. This includes:

- making and receiving calls
- accessing voice mail
- text messaging

7.3 EMERGENCY PREPAREDNESS AND RESPONSE

Policy	Who
Individuals must fully co-operate in all emergency plans and evacuations, whether planned or unplanned, and follow the instructions given.	All staff
Individuals must make themselves aware of local emergency procedures (e.g. fire procedures, security arrangements, first aid facilities)- this includes at premises/locations being visited as part of an SE work-related requirement.	All staff
Scottish Employees- must review the Fire Warden- Basic Guide to understand their role during a fire evacuation	All staff

Guidance

SE has, in line with good practice, developed, and will keep under review, plans and procedures to prepare for reasonably foreseeable emergency situations. These are currently detailed under separate procedures and guidance covering:

- Business Continuity
- Site specific First Aid
- Site specific Fire precautions and emergency evacuation
- Site specific Security (as applicable)

Planning for any other contingencies which do not threaten life, or health or safety, such as loss of buildings through adverse weather, power loss or IT systems fall under the SE Incident Management processes.

SE H&S Team

It will be ensured that suitable and sufficient staff are identified at each SE location to meet our evacuation, first aid or other emergency situations. Provision may include resources available from other tenants in a shared location.

Where there is a shortfall in numbers, mitigation measures will always be taken to ensure that the risk to staff is as low as is practicable.

7.4 EVENTS IN EXTERNAL VENUES - DUE DILIGENCE

Policy	Who
All events (Scotland and International) which are organised and managed by SE, which are held in an external venue, require appropriate due diligence checks to be undertaken to ensure colleague and visitor safety.	All staff
SE Events Team is to maintain a current list of approved venues in Scotland (e.g. exhibition space, meeting facilities, conference venues, etc).	Events Team
In Scotland, individuals are to use venues from the approved list- if a planned venue is not on the list then due diligence checks are to take place (along with following the relevant procurement process), with the information reviewed by the Events Team/H&S Team before approval.	All staff
Overseas venues are to be reviewed on a case by case basis depending on the event occurring.	
In the event that accommodation is booked (for SE or other employees including external), then this must follow the general processes within the Travel and Expenses Policy.	All staff

Guidance

The responsibility in co-ordinating due diligence checks for new venues lies with the individual organising the event- this requires completion of the due diligence form (as required) and request for any further documentation/information needed.

SE H&S Team

Prior to a new venue being added to the Approved List, review of the due diligence checklist and associated information/documentation is to take place with confirmation provided to the Events Team that it can be added.

Ensure that additional resources are identified/in place for premises that provide space only (e.g. fire extinguishers, procedures for evacuation).

7.5 COMMUNICATION AND CONSULTATION

Policy	Who
SE will consult in appropriate timescales on Health & Safety matters, particularly with regard to: <ul style="list-style-type: none">• The introduction of any significant measure that will affect the health and safety of employees.• Arrangements for appointing/nominating persons to assist compliance with relevant legislation and to assist in its emergency procedures.• Provision of relevant information as required under health and safety legislation.• Planning and organising relevant health and safety training required.	ELT/HS&W Committee/ H&S Team

Guidance

SE formally informs and consults with employees through their elected Safety Representatives via JCNC.

On specific operational health and safety matters at Directorate level, the responsibility for consultation rests with the Head of Department that is responsible and/or other delegated Team Leaders, ensuring this links to the overall strategic direction.

SE H&S Team

Communication on all health and safety matters should reach all levels of the organisation and be as transparent and informal as possible to encourage genuine involvement by all staff.

Where more formal communication is required, the method and responsibility for this will be supported by the Employee Communications & Engagement Team.

7.6 MONITORING, REVIEW AND ACTIVE RESPONSE

Policy	Who
All SE Scotland Hubs/Workspaces will be audited/reviewed for H&S Compliance and Fire Safety (via Fire Risk Assessment review) on a regular basis	H&S Team
All SE Scotland Hubs/Workspaces will be subject to regular H&S Inspection check by the local Workplace Operations Teams.	H&S Team
Overseas Offices (non FCDO co-location) will be subject to a H&S Inspection check by local contacts appointed by the H&S Team.	H&S Team

Guidance

All aspects of SE's undertaking are subject to monitoring through Health and Safety audits.

Audits, internal inspections, complaints, investigations, fire drills etc, will produce action points or plans which will be escalated appropriately to ensure compliance with SE's legal responsibilities and ensure that a high standard of health and safety management is maintained throughout the organisation.

For overseas offices where we are located within Foreign, Commonwealth and Development Office (FCDO) premises, these are undertaken by the FCDO as part of their health and safety monitoring.

SE H&S Team

An annual schedule of appropriate audits and inspections is to be prepared.

Outcomes from audits and inspections are to be collated onto a master tracker to ensure that appropriate remedial action is undertaken and to allow trend analysis and reporting to take place.

7.7 RISK ASSESSMENT

Policy	Who
Only those who have completed IOSH managing safely or the SE H&S Team risk assessment training are permitted to undertake risk assessments	All staff
Assessments completed by non-H&S Team persons must be provided to the H&S Team for initial review	All staff
<p>A Health and Safety Risk Register is to be in place identifying the key risks to the organisation and areas for improvement to mitigate this risk.</p> <ul style="list-style-type: none"> This will be reviewed regularly by the SE Health, Safety and Wellbeing Committee. 	H&S Committee

Guidance

We will ensure that there is an appropriate system for identifying, assessing and controlling risk. In developing these systems, we will seek to integrate risk assessment with other aspects of line management.

SE will comply with the Management of Health and Safety at Work Regulations (1999) by appointing responsible people to carry out assessments of our activities to identify significant risks to employees or property and to outline any remedial actions required including reducing the risk to acceptable levels.

SE H&S Team

Assess and prioritise remedial actions to ensure compliance with legal requirements.

Copies of completed risk assessments are to be kept for recording purposes and made available to the relevant individuals exposed to the identified risks.

Hub/Workspace risk assessments are to be published on the H&S Hub.

7.8 SMOKING POLICY

Policy	Who
SE operates a no smoking policy in all its Hubs/Workspaces at all times (including the immediate areas surrounding the front and back doors of our locations and directly outside windows), to ensure that employees, visitors and contractors work in a smoke free environment.	All Staff
Smoking is only allowed in designated areas as determined by SE or the landlords of the premises we occupy. <ul style="list-style-type: none"> Smoking shelters will not be provided by SE (although designated shelters provided by landlords can be used). 	All Staff
This policy is to be brought to the attention of anyone found smoking within any of the areas restricted above. <ul style="list-style-type: none"> Any breaches must be reported to their People Manager or the SE Health and Safety Team. Any visitors/contractors found to be in breach of this policy are to be asked to leave the premises immediately and the SE H&S Team notified. 	All Staff
All individuals must comply with landlord/managing agent's rules on smoking restrictions in locations where they have responsibility for the premises (including overseas offices) <ul style="list-style-type: none"> Where SE is the landlord/managers of a shared building, all other tenants will be advised to follow this policy. 	All Staff
Where an approved driver is using a car to convey other SE staff as part of SE business activities, smoking is not permitted during that journey.	All Staff
Staff undertaking visits to non-SE premises (including domestic premises on SE business) should take measures to minimise exposure to smoke. <ul style="list-style-type: none"> Where the local smoking policy is not being adhered to, this must be notified to your host. 	All Staff
Properties and sites within the Property Portfolio must also comply with the legislation detailed within this policy.	Place

Guidance

This policy is to meet the requirements of the Health and Social Care (Scotland) Act 2005, the Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006 and the Safety and Health of Pregnant Workers Directive (92/85/EEC). For the purposes of this policy, 'smoking,' means the use of cigarettes, pipes, cigars, e-cigarettes, vapes and any other similar item/device.

Advice on smoking cessation can be found here

- [Can Stop Smoking](#)
- [Health Scotland](#)
- Your local GP surgery

7.9 HEALTH AND WELLBEING

Policy	Who
All staff are encouraged to participate in SE wellbeing programmes and use the resources provided by SE to ensure ongoing personal health and wellbeing.	All staff
SE will ensure that appropriate wellbeing support is made available to all employees through policies, procedures, guidance and other resources to support personal wellbeing.	HR

Guidance

SE is fully committed to the wellbeing of its staff and as an organisation will follow the requirements and targets of identified health and wellbeing programmes and best practice deemed applicable to the organisation.

Wellbeing programmes, guidance and resources are primarily managed through the SE HR team via the Wellbeing Portal on the SE intranet, providing support and resources across specific topics such as:

- Financial wellbeing
- Career wellbeing
- Physical and mental wellbeing,
- Mental health
- Work/life balance,
- Your voice

In the event that this self-help information does not provide what is being looked for, employees are advised to discuss the matter with their HR Business Partner.

There are a number of additional SE Policies and resources which also helps support the wellbeing of employees, including

- Stress Management Policy
- Menopause Policy
- Access to the Employee Assistance Programme
- Dealing with Depression and Anxiety

SE also provides a cohort of trained mental health first aiders which allows employees access to discuss immediate and ongoing mental health issues.

7.10 HEALTH AND SAFETY TRAINING

Policy	Who
<p>Individuals are to complete the relevant local H&S induction process for their nominated Hub/Workspace base on their first day in their nominated location (covering safety procedures such as fire, first aid and security arrangements)</p> <ul style="list-style-type: none"> This includes Non Employed Workers 	All New Starts
<p>Scottish Hubs/Workspaces The local induction process is to be managed by local Workplace Operations staff</p> <ul style="list-style-type: none"> A record of this training is to be signed by the new staff member and forwarded to the H&S Team. 	Workplace Operations
<p>Overseas Offices The local induction process is to be managed by the local office Health and Safety contact (for FCDO offices, this will be via the FCDO representative)</p> <ul style="list-style-type: none"> A record of this training is to be signed by the new staff member and forwarded to the H&S Team. 	Overseas H&S Contacts
<p>Non Employed Workers Ensure that Contractors/temps have received suitable information on H&S matters relevant to their employment by SE.</p>	Workplace Operations
<p>All new staff are required to complete the online Health and Safety Induction training (via the Civil Service Learning platform) within 5 working days of their start date: All employees are also required to complete the DSE Workstation Training and Assessment package within the same timescale.</p>	All New Starts
<p>The local and online induction training is mandatory and failure to complete this training within the timescales may result in disciplinary action being taken.</p>	All New Starts
<p>Individuals are to undertake health and safety training as identified by the SE Health and Safety Team to the frequencies identified.</p>	All Staff

Guidance

SE is committed to ensuring that its staff receive adequate information, instruction and training to enable them to work with minimum risk to their own, or other people's health and safety. It is SE's policy to invest in the development of all employees, including health and safety related training.

An important element in achieving this is the internal health and safety induction programme which, if carried out properly, will ensure essential information is transmitted and instil a positive attitude to health and safety in all new members of staff.

SE H&S Team

Overseas Induction - Completion of the site induction process will be reviewed as part of the Health and Safety Checklist process for each office.

If online induction training is not completed within 5 working days, a reminder e-mail will be sent and escalated via the People Manager. Further non-compliance will be escalated.

The SE H&S Team will assist in identifying required training requirements for the organisation. All health and safety training will be planned and organised with the involvement of relevant stakeholders with reasonable timescales commensurate with organisational needs.

7.11 TRAVEL SECURITY

Employees on the FCDO platform are to comply with FCDO travel safety and security arrangements

Policy	Who
All staff travelling outwith Scotland or their Geography location must comply fully with the travel and security procedures which are detailed on the SE Travel page.	All staff
All staff are required to ensure that their travel information and documentation is maintained and current prior to travel.	All staff
All staff are required to undertake travel safety training on a regular basis prior to travel in line with the SE Travel and Expenses policy.	All staff
Staff are to ensure that they follow the appropriate risk assessment process for travel to Low, Medium and High risk countries.	All staff

7.12 DISPLAY SCREEN EQUIPMENT/WORKSTATION ASSESSMENTS

Policy	Who
<p>All Individuals must complete the DSE training and assessment package to ensure they have sufficient knowledge to set up their workstations appropriately to the environment they are working in.</p> <p>Hub/Workspace Based Workers</p> <ul style="list-style-type: none"> This is to be refreshed <u>every 3 years.</u> <p>Home Based Workers</p> <ul style="list-style-type: none"> This is to be refreshed <u>every 2 years.</u> 	All staff
Where there is a significant change to the normal workstation or working practices prior to the refresher date then individuals are to complete a new workstation assessment/refresh their knowledge.	All staff
When working in any location (including those outwith the Hubs/Workspaces) individuals must put the principles contained within the online DSE assessment training and associated guidance on the SE intranet into practice	All staff
Individuals who may have ongoing concerns with their workstation, or have identified health concerns, are to initially review the information in the DSE training and put it into practice. Should this not resolve the matter then contact <u>SE H&S Team</u> to arrange one to one intervention	All staff

Guidance

SE will, so far as is reasonably practicable, ensure that existing/new IT equipment and associated furniture is provided in accordance with the Display Screen Equipment (DSE) Regulations and that employees have access to this equipment relevant to their work environment.

For the purposes of the Regulations, all employees are 'users' as defined in the approved code of practice.

Hubs/Workspaces Based Workers

It is acknowledged that due to the flexible way in which we work, individuals may not be assigned a specific workstation. It is not expected that an assessment is required for each workstation that is used - rather that one is completed for a general set-up within the Hubs/Workspaces the individual is based, and the principles of the training/guidance are implemented when setting up the workstation.

SE H&S Team

Ensure all individuals undertake the DSE training and assessment package and monitor completion.

Monitor completion of new starts to ensure they complete DSE training and assessments within 5 days. Escalate non-completion via People Manager.

Undertake one to one assessments (which can be done virtually) where individuals have tried to resolve issues themselves and provide specialist equipment as identified. Recommend Occupational Health intervention as required (in liaison with HR).

7.13 LONE WORKING IN SE PREMISES

Policy	Who
Lone working is to be avoided at all times where possible. <ul style="list-style-type: none">Refer to the Lone Working Guidance	All Staff

Guidance

Lone working is any situation where an individual finds themselves working in isolation from other individuals.

For example, this could be working alone in a Hub/Workspace, working alone on a different floor from other employees in a building or working in an area visually separated from others. It can also be working in isolation in a location away from the Hub/Workspace where there are no other individuals (e.g. derelict/vacant site).

It can also cover certain elements of working from home where employees may not have others within the household during the day- this is managed through regular contact with the People Manager or other nominated contact.

7.14 WORKING FROM HOME

Policy	Who
Ensure the working environment is appropriate for task in hand and that equipment/furniture provided for working from home is used in line with guidance provided	All Staff
Appropriate supervision and monitoring arrangements are to be agreed with the People Manager <ul style="list-style-type: none">This can include updating Outlook calendars with location/duration, regular check ins, etc	All Staff
Equipment being used to be visually inspected, in good condition and free of visible defects prior to use.	All Staff
Ensure that a Display Screen Equipment workstation assessment has been completed to reflect the home working setup	All Staff

Guidance

Working from home for extended periods is undertaken by a large number of Scottish Enterprise employees as part of their chosen workstyle, but can also be required due to

- External requirements (such as Scottish Government guidance)
- As part of a return to work/phased return process following illness

SE will ensure that suitable equipment/furniture as is relevant to the working from home circumstances is provided. As a minimum, to undertake long-term home working, employees must have:

- A suitable chair that is adjustable
- A suitable work surface for equipment plus other items
- A separate keyboard and mouse
- A separate monitor is recommended

SE H&S Team

Ensure that specialist workstation equipment/furniture is provided as identified following individual assessment

Ensure that deficiencies identified in completed DSE workstation assessments are actioned.

7.15 YOUNG PERSONS/CHILDREN ON SITE

Policy	Who
<p>Individuals must ensure that any person under the age of eighteen who joins their team as an employee, work placement or for work experience has a Young Persons Assessment completed prior to the young person starting within the Directorate or team.</p> <ul style="list-style-type: none">• Initial information is to be provided on the appropriate form to <u>SE H&S Team</u>.	All staff
<p>Under no circumstances should any Young Person be brought onto SE premises without this assessment being carried out and signed off.</p> <ul style="list-style-type: none">• Where this rule is ignored, the young person will be asked to leave the premises.	All staff
<p>SE has appropriate policies for dealing with emergency childcare, and as such, it shouldn't be necessary for employees' children to come into the workplace.</p> <ul style="list-style-type: none">• Employees are reminded that in the event that children are brought into the workplace, for instance for a visit during maternity or paternity leave, they are responsible for their safety, including in the event of an emergency evacuation. They must also ensure that any equipment (e.g. prams, buggies) are stored appropriately and do not block evacuation/circulation routes. Direct supervision of the child must be in place at all times.• Employees must also consider the potential disruption to colleagues in the work area and that children are to remain supervised at all times (including in common areas such as receptions, break-out areas and waiting areas).• Employees bringing children into the Hub/Workspace (as per the first bullet point) must make themselves known to Workplace Operations on arrival and follow guidance of the host organisation (where applicable)	All Staff

Guidance

SE will ensure by means of risk assessment and supervision that Young Persons are protected at work from any risks to their health and safety.

- This includes school and other initiatives where young people may be in the workplace or accompanying employees as they go about their duties.

SE H&S Team

Review Young Persons assessment information, assess and provide relevant assessment/communications to the individual responsible for the young person for dissemination.

Notify Workplace Operations to arrange Onsite Induction as required.

7.16 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Policy	Who
SE will provide all appropriate PPE to those individuals who, as part of their operational requirements, are required to work in areas where such may be needed. This will be at no cost to the individual.	SE
All PPE provision must be approved by the individual's People Manager, after consultation with the SE H&S Team (to ensure that the item is suitable for intended use and inherent risks are reviewed and mitigated where possible).	People Manager
The cost of basic but functional ('reasonable quality') PPE (identified by the SE H&S Team) will be met through the SE H&S Budget.	H&S Team
The cost of PPE outwith the standard suggested by the SE H&S Team is to be met by the Operational Teams.	Operational Teams
All PPE procured by operational teams is to be notified to the SE H&S Team (via health.safety@scotent.co.uk) for recording purposes.	All staff

Guidance

As a minimum, items must conform to the relevant British and/or industry standards. PPE should always be checked by the user before use to check for damage. Items that are damaged should be replaced as soon as possible.

SE H&S Team

Record provision of PPE, to include who provided to, date of issue and item type.

Advise users on relevant British/Industry Standard items are to conform to.

7.17 FIRST AID

Policy	Who
SE will ensure that suitable first aid arrangements are in place to cover SE activities, staff and premises, and will extend this coverage to include any visitors on SE premises, so far as is reasonably practicable.	H&S Team

Each premises in which SE staff are located will have clear information as to what the first arrangements are for that location (plus key personnel).	H&S Team
In areas that SE has responsibility for, we will ensure that suitable first aid provision commensurate to the risk is identified <ul style="list-style-type: none"> Any trained first aiders will be required to undertake the full 3-day HSE approved First Aid at Work Course (with 2-day refresher upon certificate expiry) 	H&S Team
Where events occur outwith normal working hours (e.g. evening events), an appointed person will be nominated to take charge during the event in co-ordinating any emergency response required.	H&S Team via Events team notification
Approved First Aiders will receive a 4-weekly payment from the date of the successful completion of training.	HR
Mental Health First Aiders will be trained in numbers sufficient to provide support	H&S Team/HR
Employees are to make themselves familiar with the first aid arrangements in place for each location (which may include partner resources) as well as action in the event a first aider is not available	All staff

Guidance

SE Hubs/Workspaces are deemed to be low risk for the purposes of calculating the number of first aiders required

Note - for Overseas offices where the Foreign, Commonwealth and Development Office are the main occupants, first aid arrangements may vary from the below.

Type of Business	Staff numbers at SE Location	Minimum First Aid Provision
Office	Fewer than 25	At least one appointed person
Office	Between 25-50	At least 1 first aider trained in emergency first aid
Office	More than 50	At least 1 First Aider for every 100 staff

First Aiders who have undergone the training identified are deemed to be acting in the course of their employment in the event that first aid is provided, and as such is not deemed personally liable for the first aid they provide at work.

First Aiders have the following responsibilities:

- Responding promptly to all requests for assistance
- Summoning further help if necessary
- Looking after the casualty until recovery has taken place/further assistance has arrived
- Recording details of any treatment provided using the First Aid Treatment Record
- Helping to look after the first aid equipment and ensuring that containers are restocked when necessary

Appointed Persons have the following responsibilities:

- helping to take charge of the situation
- directing individuals to the first aid kits to self-administer aid if they need it
- help arrange for individuals to get further assistance (e.g. arranging a taxi to hospital)
- calling for an ambulance in the event of an emergency

In areas that SE has responsibility for, we will ensure that appropriate levels of first aid equipment are maintained

- First Aid kits will be available in each Hub/Workspace, with contents meeting the minimum requirements of the Health and Safety (First Aid) Regulations 1981

- Monitoring of the first aid equipment will be undertaken during the H&S Inspection Checklist process.

Mental Health First Aiders will have undergone appropriate training to provide initial support to individuals for any mental health issues that may be experienced. First Aiders are supported by the H&S and HR Team. Contact details are available for each Hub/Workspace and the SE intranet home page.

SE H&S Team

Ensure a current list of first aid personnel is maintained.
 Notify HR of any changes to the list of personnel.
 Provide budget for first aid supplies and order replenishment.
 Monitor certificate expiry dates and remind people to do refresher.

7.18 ANIMALS IN THE HUBS/WORKSPACES

Policy	Who
Animals are not permitted to be brought into SE Hubs/Workspaces unless they are assistance animals.	All staff

8) Health and Safety Accountability and Liabilities (Inc. Board Members)

Whilst all individuals within the organisation have a general responsibility for health and safety (as detailed in the Health and Safety Policy Statement, Responsibilities section and Sections 2 and 7 of the Health and Safety at Work Act), there are those at a more senior level that will have additional duties of care and liabilities.

a. Accountability and Delegated Authority

Delegated authority and accountability for Health and Safety within SE on an operational and delivery level lies with SE's CEO (Adrian Gillespie) and is discharged through the six MDs of the CPO Group, Innovation and Investment, Business Growth, International Operations, Chief Financial Officer and Major Projects and Digital.

It is through this Policy that assurance on the effective management of health and safety matters is provided to the Board. The current governance process does not require that Board members be involved in health and safety operations.

SE's Audit Committee approves an Internal Audit Strategy and an Internal Audit Plan each year. The frequency in which each area of the business is audited is reviewed annually based upon risk. Health and Safety is currently audited every three years.

b. Liabilities of SE Board Members

In terms of SE Board member liabilities, it is recognised that Board Members may have a personal as well as corporate liability (potentially as a result of their action/inaction).

Personal Liability

- Health and Safety at Work Act 1974 (Sec 37)

'Where an offence...committed by a body corporate is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of, any director, manager, secretary or other similar officer of the body corporate or a person who was purporting to act in any such capacity, he as well as the body corporate shall be guilty of that offence...

Corporate Liability

- Corporate Manslaughter and Corporate Homicide Act 2007 (Sec 1).
From an organisational perspective, guidance/decisions made at Board level may introduce a liability as below.

‘An organisation...is guilty of an offence if the way in which its activities are managed or organised

- a) Caused a person’s death, and b) amounts to a gross breach of a relevant duty of care owed by the organisation...’

c. Overseas Offices

Foreign, Commonwealth and Development Office (FCDO) Platform Offices

Under the Memorandum of Understanding from the FCDO, the Heads of Mission are responsible for the health and safety of those within that mission.

However, SE, and therefore Senior Managers/Directors, will still have a duty of care (and therefore a potential liability) for its staff in ensuring that FCDO health and safety processes and procedures are being followed.

Current FCDO Offices	<ul style="list-style-type: none">• Offices not detailed below as per https://www.sdi.co.uk/about-us/global-offices
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Non-FCDO Offices - Subsidiary Companies

For offices occupied as an SE subsidiary company (i.e. Scotland Europa and SCTR), then the SE Directors on the Boards of those companies, as well as SE as an organisation may have liabilities and accountability in line with local legislation.

Subsidiary	Current Offices
Scotland Europa	<ul style="list-style-type: none">• Brussels
SCTR	<ul style="list-style-type: none">• Calgary• Toronto• Boston• Chicago• Houston• San Jose

d. Mitigation of Liabilities

- Regular reports are provided to highlight key information across accidents, incidents and near misses, together with any other significant issues that require to be raised.
- The Health and Safety Committee reviews and monitors SE’s health and safety policies and activities via regular meetings. Each business unit and SE’s recognised Trade Union is represented.
- Annual Health and Safety Reports are provided to the Health and Safety Committee and the Annual Health and Safety Report is provided to the Executive Leadership Team and the Board.
- Regular review and updating of the Health and Safety Policy (and communications of changes to the organisation) takes place.
- A dedicated, professionally qualified Health and Safety Team is responsible for supervising all safety aspects of SE occupied Hubs/Workspaces in the UK and for providing an advisory, monitoring and development service to all other areas of the organisation.
- A H&S contact is available for each Hubs/Workspaces we occupy.

- SE co-operates fully in the appointment of safety representatives via its recognised Trade Unions as required by the Safety Representatives and Safety Committee Regulations 1977.

In terms of the governance we have in place, it is unlikely that individual SE Board members will be in a position where a lack of knowledge of significant health and safety concerns or a lack of assurance that such is being effectively managed should create a liability. However, Board Members should act/advise appropriately where significant issues/concerns have been escalated to that level.

9) Dealing with a Pandemic

In the event of a pandemic having a significant impact on operations, appropriate H&S arrangements and governance need to be implemented to ensure the safety of our employees. To facilitate this, the following key elements are required to address this:

- Implementation and monitoring of a Corporate Pandemic Plan taking into account operational business needs and essential activities.
- Ongoing management of the situation by the Business Continuity Team (made up of representatives from Health and Safety, Workplace Operations, HR and Employee Comms) ensuring effective processes are in place to manage operational impacts. This includes regular meetings to consider ongoing changes in guidance.
- Ongoing formal sessions with People Managers to provide a direct forum for feedback and ongoing requirements.
- Collaboration with partner organisations to share knowledge and provide consistency in approach.
- Implementation of a formal risk assessment/safe system of work process to allow essential work activities to take place.
- Provision of IT equipment and furniture to facilitate safe working from home.
- Review of HR policies to take into account flexibility of working practice.

The principles of the above can be used as the basis for maintaining safe working during any future pandemics/events where this may be required.

10) Personal Data and Privacy Statement

Whenever personal data of staff is processed under activities regulated by this Policy, such processing will be done in accordance with our Data Protection Policy (including, where relevant, the additional policies and guidance referred to in it) and our Internal Privacy Notice which can be accessed [here](#) or on request from Ask HR.

11) Document Revision History.

Version	Date	Author	Description of changes	Status
17	Oct	A Gregory	<ul style="list-style-type: none"> • Minor change in scope of policy • General- consistency of terminology ('employees') • 4f- Added responsibility covering fire and workspaces • 6.1- Removal of specific champions roles • 7.1. Team name updated • 7.2.1- Link added to Driving for Work Homepage • 7.10 Terminology change • 7.17- clarified requirements for first aid awareness in SE locations • 8.c- removed Dusseldorf from list of Non-FCDO offices 	Awaiting Approval